

## COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION

Founded by The Hong Kong Polytechnic University (PolyU), the *College of Professional and Continuing Education (CPCE)* oversees the operations of the *Hong Kong Community College* which offers quality sub-degree programmes for secondary school leavers and the *School of Professional Education and Executive Development* which offers professionally oriented academic award programmes for persons at various stages of their career, including top-up degree awards for associate degree and higher diploma graduates. There are four Academic Divisions in CPCE, namely Division of Business and Hospitality Management, Division of Languages and Communication, Division of Science, Engineering and Health Studies and Division of Social Sciences, Humanities and Design.



School of Professional Education  
and Executive Development  
專業進修學院

SPEED

The College now invites applications for the following post:

### CPCE Student Affairs Office

**Administrative Assistant I** (Ref. 210723-04)

#### Duties

The appointee will (a) provide administrative assistance in a wide range of student development related services; (b) provide logistic support in various programmes, events and activities; (c) provide clerical and logistic support in management of various offices and student development related facilities; (d) provide counter service and answer telephone enquiries (e) liaise with internal staff, departments of PolyU and other educational/professional organisations, and (f) perform any other duties as assigned.

The appointee may station on either PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus.

#### Qualifications

Applicants should have (a) at least Grade E/Level 2 or equivalent in five subjects in HKCEE or HKDSEE including English Language (at least Grade C if Syllabus A), Chinese Language and Mathematics; (b) five years of clerical working experience; (c) good communication skills in English and Chinese (preferably including Putonghua); (d) proficiency in MS Office tools and Chinese word processing, and (e) detail-oriented, good organisational and interpersonal skills.

Applicants with a recognised degree/associate degree/higher diploma but less experience will also be considered.

#### Remuneration

Salary offered will be commensurate with qualifications and experience.

#### Application

Please complete the job application form which is available on [http://www.cpce-polyu.edu.hk/chro/app\\_form/](http://www.cpce-polyu.edu.hk/chro/app_form/). For applicants who wish to provide a separate curriculum vitae, they should still complete the job application form for facilitating the recruitment process. Recruitment will continue until the position is filled. Initial consideration of applications will commence on 6 August 2021.

Note: College of Professional and Continuing Education Limited is an affiliate of The Hong Kong Polytechnic University.

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